
MANAGEMENT

**LEAVE AND ABSENCE FOR HAZARDOUS WEATHER
AND OTHER EMERGENCY AND ADMINISTRATIVE SITUATIONS**

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- PURPOSE**
- This MAPP outlines the policies and procedures in the Center for Drug Evaluation and Research (CDER) for charging leave and excusing absences related to hazardous weather conditions and other emergency and administrative situations. For policies and procedures on granting excused absence for circumstances other than hazardous weather and other emergency and administrative situations, refer to the CDER MAPP 4657.6, *Granting Excused Absence*.
 - This policy covers all CDER employees except handicapped employees and employees who provide emergency services. For hazardous weather policies and procedures for employees with disabilities, refer to FDA Staff Manual Guide 3111.3, *Hazardous Weather Policy for Employees with Disabilities*.
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REFERENCES

- HHS Instruction 610-3, *Temporary Closing of Workplaces and Treatment of Absences*, October 29, 1990.
 - HHS Guide for Timekeepers, Chapter 5, Section C, Paid Leave, October 1, 1986.
 - FDA Staff Manual Guide h:3111.1, *Leave for Hazardous Weather and Other Emergency Situations in the Washington, D.C. Metropolitan Area*, December 6, 1985.
 - FDA Staff Manual Guide 3111.3, *Hazardous Weather Policy for Employees with Disabilities*.
 - Memorandum from the Associate Commissioner for Management, *Revised Policy and Procedures for Closure of FDA Headquarters Facilities*, February 12, 1996.
 - CDER MAPP 4657.6, *Granting Excused Absence*, December 6, 1996.
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DEFINITIONS

- **Excused Absence.** Also referred to as administrative leave, is absence from duty without loss of pay or charge to leave.
- **Washington, D.C. Metropolitan Area.** Includes work sites in the District of Columbia; Calvert, Charles, Frederick, Montgomery, and Prince George's counties in Maryland; Arlington, Fairfax, Loudon, Prince William, and Stafford counties in Virginia; and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.
- **Emergency Situation.** A situation that may result in commuting delays, prevent employees in significant numbers from reporting for work, or may necessitate the closing of federal activities in the same geographical area (e.g., heavy snow, severe icing conditions, floods, hurricanes, massive power failure, interruption of public transportation). The Director, U.S. Office of Personnel Management (OPM), has sole authority for deciding federal leave policy during hazardous weather and other emergency situations in the Washington, D.C. Metropolitan Area.

- **Administrative Situation.** A situation usually related to failure of building services (e.g., electricity, heat, air conditioning) or related local unforeseen circumstances (e.g., fire, broken water main, bomb scare) that requires relieving employees temporarily from active duty on a local basis. The CDER Executive Officer is authorized to issue closure orders for administrative situations for headquarters facilities in the Washington, D.C. Metropolitan Area where CDER is the primary occupant.
- **Emergency Employee.** An employee designated by management as one who performs emergency services and is responsible for reporting to or remaining at his/her work site regardless of an officially announced delayed arrival, unscheduled leave policy, early dismissal, or closure.
- **Delayed Arrival.** An official OPM announcement that federal offices will open on time, but reasonable delays in reporting to work will be excused without loss of pay or charge to leave for non-emergency employees.
- **Unscheduled Leave Policy.** An official OPM announcement that federal offices are open as usual, and non-emergency employees may take annual leave or leave without pay, or use credit hours or compensatory time if earned, without prior approval from their supervisors. Employees should inform their supervisors of their intention to take leave.
- **Early dismissal.** An official announcement made by OPM to suspend work to the extent feasible and to dismiss non-emergency employees. The early dismissal policy applies to employees whose work locations are outside the Washington, D.C. Capital Beltway.
- **OPM Residential Zone Dismissal Plan.** When an early dismissal is authorized by OPM, employees whose work locations are inside the Washington, D.C. Capital Beltway, may be dismissed in accordance with the Residential Zone Dismissal Plan. Employees covered by this plan are dismissed according to where they live among four residential zones: Zone 1, beyond Montgomery, Prince George's, and Fairfax Counties (This includes outlying areas of Maryland, Virginia, West Virginia, and Pennsylvania); Zone 2, in portions of Montgomery, Prince George's, and Fairfax Counties that are located outside the Beltway; Zone 3, inside the Beltway but outside the District of Columbia; and Zone 4, in the District of Columbia. OPM will inform the Agency of the dismissal time for Zone 1 residents and residents of the remaining zones will be dismissed numerically by zone in half-hour increments.

- **Closure.** An official announcement made by OPM (for hazardous weather and other emergency situations) that all federal offices are closed or an official announcement from the Center's Executive Officer (for administrative situations) that headquarters facilities, where CDER is the primary occupant, are closed. Non-emergency employees are excused from duty without loss of pay or charge to leave.

POLICY

- The CDER Executive Officer is authorized to issue closure orders for **administrative situations** for headquarters facilities in the Washington, D.C. Metropolitan Area where CDER is the primary occupant. Administrative situations are usually related to failure of building services (e.g., electricity, heat, air conditioning) or local unforeseen circumstances (e.g., fire, broken water main, bomb scare) that require relieving employees temporarily from active duty on a local basis.
- The Director, OPM, has sole authority for deciding federal leave policy during **hazardous weather and other emergency situations** in the Washington, D.C. Metropolitan Area. These are situations that may result in commuting delays, prevent employees in significant numbers from reporting for work, or may necessitate the closing of federal activities in the same geographical area (e.g., heavy snow, severe icing conditions, floods, hurricanes, massive power failure, interruption of public transportation).
- Employees on alternative work schedules (AWS) will be treated the same as employees on fixed work schedules for purposes of hazardous weather and other emergency and administrative situations. See Attachment A for additional provisions for AWS employees.
- Employees participating in the Flexible Workplace Arrangements Program (FWAP) are not expected to work if the government is closed for the day due to hazardous weather. However, if employees are dismissed early (and the government is not closed) due to hazardous weather, an employee working on FWAP that day is expected to complete his/her tour of duty. If a particular building closes due to an administrative situation, an employee working on FWAP that day is expected to complete his/her tour of duty, unless contact with employees located in that building makes it impossible to continue working.
- **Delayed Arrival.** Immediate supervisors may excuse absences for reasonable delays of up to two hours to non-emergency employees upon OPM

announcement of a delayed arrival policy due to hazardous weather or other emergency conditions that develop during nonworking hours. **Supervisors are not permitted to add excused absence time to the amount announced by OPM.** Individual circumstances, such as the commuting distance and the amount of time it normally takes the employee to travel to work, should be considered in determining the need for excused absence and the amount granted to each employee. Refer to Attachment D of this guide for further information on determining an employee's duty or leave status in the instance of a delayed arrival.

- **Unscheduled Leave Policy.** When OPM announces that federal offices are open as usual with an unscheduled leave policy in effect, non-emergency employees may take annual leave or leave without pay, or use credit hours or compensatory time if earned, without prior approval from their supervisors. However, employees should notify their supervisors if they intend to take leave.
- **Early Dismissal.** When OPM authorizes early dismissal, official notification will be announced through the Agency to the Center's Office of Management. **The Office of Management will notify Center employees through appropriate management/administrative channels of the early dismissal. Employees are discouraged from contacting the Office of Management when hazardous weather situations develop or when they are predicted.** All employees (except emergency services employees) will be granted excused absence without charge to leave or loss of pay upon notification from the Office of Management and only for the amount designated by that Office. For example, if the announcement states that employees may leave two hours early, a full-time employee on a flexible work schedule will leave 6½ hours after his/her arrival time, and a part-time employee will leave two hours prior to his/her normal dismissal time. **Employees are not permitted to depart before the official dismissal time without charge to leave.** Whether an employee is charged leave or granted excused absence depends on his/her duty or leave status at the time of dismissal. Refer to Attachments B and C of this guide for further information on determining an employee's duty or leave status at the time of an early dismissal.

When an early dismissal is authorized by OPM, employees whose work locations are inside the Washington, D.C. Capital Beltway, may be dismissed in accordance with the Residential Zone Dismissal Plan. Employees covered by this plan are dismissed according to where they live among four residential zones (see Attachment E). OPM will inform the Agency of the dismissal time for Zone 1 residents and residents of the remaining zones will be dismissed

numerically by zone in half-hour increments. Supervisors may exempt individual employees from authorized dismissal times with no charge to leave to avoid commuting and/or personal hardships, e.g., when an employee's car pool driver/rider is dismissed earlier.

- **Closure.** When OPM authorizes closure of all federal offices (for hazardous weather and other emergency situations) or when the Center's Executive Officer authorizes closure of headquarters facilities (for administrative situations), employees who do not provide emergency services will be granted excused absence only for the amount of time specified. Emergency employees are expected to report to or continue work as usual. Refer to Attachments B and C of this guide for further information on determining an employee's duty or leave status during a closure.
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PROCEDURES

For time and attendance procedures on recording excused absence (or administrative leave) for hazardous weather and other emergency and administrative situations, refer to the HHS Guide for Timekeepers, Chapter 5, Section C, Paid Leave.

AUTHORIZATIONS

- The CDER Executive Officer is authorized to issue closure orders for **administrative situations** for headquarters facilities in the Washington, D.C. Metropolitan Area where CDER is the primary occupant.
 - The Director, OPM, has sole authority for deciding federal leave policy during **hazardous weather and other emergency situations** in the Washington, D.C. Metropolitan Area.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

ADDITIONAL PROVISIONS FOR AWS EMPLOYEES

- A. Early Dismissal. When an early dismissal is authorized for a:
1. **specific time**, AWS employees are dismissed at the end of their tour of duty or at the specific time, whichever is earlier; and
 2. **specific number of hours**, AWS employees are dismissed that number of hours earlier than the end of the specific tours they are working that day.
- B. Delayed Arrival. AWS employees who start work before the excused tardiness is authorized, work their regular tour of duty and do not receive extra compensation or credit hours for being on duty earlier than other employees whose tardiness is excused. However, individual circumstances, such as the commuting distance and the amount of time it normally takes the employee to travel to work, should be considered in determining the need for excused absence and the amount granted to each employee.
- C. Closure.
1. AWS employees whose tour of duty begins before the closure is announced and who report to work prior to the time of the closure announcement, return home and do not receive extra compensation or credit hours for arriving at work.
 2. AWS employees on compressed work schedules whose scheduled day off is on the day the workplace is closed, are not entitled to compensation or credit hours and may not substitute another day in lieu of his/her official day off.

Attachment B

**OPM TABLE OF SPECIFIC POLICY FOR TEMPORARY CLOSING
OF WORKPLACE DURING WORKING HOURS**

If the emergency or administrative situation occurs <u>during working hours</u> and the employee is...	The absence is charged to...
at work at the time of dismissal.	excused absence.
on approved leave but expected to arrive at or return to work.	approved leave up to the time of dismissal and excused absence after the time of dismissal. <u>Example:</u> Employee usually works 8:30 a.m. to 5:00 p.m., takes 4 hours of annual leave from 8:30 a.m. to 12:30 p.m. A storm closes the workplace at 11:30 a.m. The employee is charged 3 (not 4) hours of annual leave for 8:30 a.m. to 11:30 a.m. and excused absence from 11:30 a.m. to 5:00 p.m.
scheduled to report to work before the dismissal but does not.	annual leave, sick leave, leave without pay (LWOP) or absence without leave (AWOL), as appropriate, for the entire workday.
at work when the closing time is announced and goes on approved leave before the time set for dismissal.	leave or LWOP only from the time the employee left until the announced dismissal time and excused absence for the rest of the day. <u>Example A:</u> Employee usually works from 8:30 a.m. to 5:00 p.m. and is told at 9:30 a.m. that the workplace will close at 11:30. Employee requests and goes on approved annual leave from 10:30 a.m. to 11:30 a.m. and is on excused absence for the rest of the day. <u>Example B:</u> Conditions are similar to Example A except the reason for requesting release at 10:30 a.m. is to avoid a hardship, e.g., when an employee's car pool driver/rider is released earlier. Employee is on excused absence from 10:30 a.m. to the end of the workday.

If the emergency or administrative situation occurs <u>during working hours</u> and the employee is...	The absence is charged to...
at work and leaves before the official announcement of the dismissal is received.	<p>leave or LWOP for the rest of the day.</p> <p><u>Example:</u> Employee works from 8:30 a.m. to 5:00 p.m. and decides to leave work at 9:30 a.m. on approved leave or LWOP. The dismissal announcement is received after the employee has left. The employee is charged annual leave or is in LWOP status from 9:30 a.m. to the end of the work day.</p>
on approved leave when official dismissal is announced and is expected to be on leave for the rest of the day.	<p>the appropriate approved leave category.</p> <p><u>Example:</u> Employee is on annual leave for the entire week. A storm closes the workplace early on Tuesday. The employee is charged the appropriate approved leave for that day.</p>

Attachment C

**OPM TABLE OF SPECIFIC POLICY FOR TEMPORARY CLOSING
OF WORKPLACE DURING NONWORKING HOURS**

If the emergency or administrative situation occurs <u>during nonworking hours</u> forcing the workplace to close for the entire day and the employee is...	The absence is charged to...
scheduled to work on that day (this includes employees who arrive at work to discover the workplace is closed).	<p>excused absence.</p> <p><u>Example:</u> Employee is scheduled to work on Friday. Due to a storm on Thursday night, the workplace is closed all day Friday. The absence is excused.</p>

on previously approved paid leave.	excused absence. Example: Employee is on sick leave when the workplace closes for the entire day. Absence for that day is charged to excused absence (not sick leave).
on either LWOP or AWOL both the day before and the day after the day the workplace closes.	LWOP or AWOL depending on which one the employee is on.

Attachment D

OPM TABLE OF SPECIFIC POLICY FOR EXCUSED TARDINESS

If the emergency or administrative situation occurs <u>prior to or early in the working hours</u> and excused tardiness is authorized and the employee is...	The absence is charged to...
already at work.	Work hours are reported as usual. No excused absence is necessary.
en route to work or still at home.	excused absence authorized by the administrative order or approved by the leave approving official.
on approved leave.	leave the employee is already on.

Attachment E

OPM RESIDENTIAL ZONE DISMISSAL PLAN

ZONES	RESIDENTS WHO LIVE ...
Zone 1	Beyond Montgomery, Prince George's, and Fairfax Counties (This includes outlying areas of Maryland, Virginia, West Virginia, and Pennsylvania).
Zone 2	In portions of Montgomery, Prince George's, and Fairfax Counties that are located outside the Beltway.
Zone 3	Inside the Beltway but outside the District of Columbia.
Zone 4	In the District of Columbia.